

SYLLABUS FOR LEARNING SKILLS 39A - SECTION 0403 Child Development, Learning Skills: Reading (1 Unit CR/NCR)

Spring 2008: February 19- June 2, 2008 (14 Weeks)

Instructor: Christina Anketell

Laboratory (“Lab”)

Days: TBA (“To Be Announced” or “To Be Arranged”) *
Time Required for Lab: 3 hours and 10 minutes each week
Room Number: C-102

* TBA is a commonly-used abbreviation used when details of a class are different for each student. In this case, the student will choose days that are convenient to his or her schedule.

Instructor’s Information:

Instructor: Christina Anketell
Telephone Number: (213) 763-3741
E-mail: anketecp@lattc.edu
Office Hours: Tuesday and Thursday 12:00 p.m.- 1:00 p.m.

Course Description:

This is a computer lab class which focuses on assisting students enrolled in the Child Development program develop reading skills to enable them succeed in their child development coursework.

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Interpret meaning and discern the main idea of reading selections
2. Summarize and paraphrase reading selections
3. Develop accurate and comprehensive note taking skills.

Textbooks Required for the Course:

1. Standard English Dictionary
2. Discovering Child Development (Child Development 1 textbook)
3. On-line Assignments
4. Additional websites and online readings (You will need internet access)

Supplies Required for the Course:

1. Yellow Highlighter (for emphasizing important rules, notes, and/or information during reading)
2. Paper
3. Pencils and Colored Ink Pens (in addition to blue and/or black, for correcting your work)

Class Format:

This is a laboratory (also known as the “lab”) course, where useful learning and demonstration take place. A laboratory is hands-on and practical. During the lab, students will be provided with individual tasks designed for practice and mastery of concepts and strategies.

Students can register later or earlier than the official registration period and, in consultation with the instructor, choose an entry and exit date. Although there are no specific meeting times for this type of course, students must meet with the instructor at least once a week. This schedule will be mutually agreed upon by the student and instructor. Instructors’ hours will be posted in the lab.

Attendance:

The student is expected to complete assigned hours and material on a weekly basis . To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons. Though students

may be absent from a class, an absence does not relieve the student of the responsibilities of the class.

Students who are pre-registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class.

If a student stops attending classes or withdraws from school, proper notification must be given to the admissions office and instructor. Students are responsible for dropping a class that they stop attending. If the class is not dropped, the student may receive a grade of “No Credit” for the class. Excessive unexcused absences or tardies may result in exclusion from the class.

Procedures and Etiquette for all Learning Skills Labs:

1. Keep your voices low while working in the lab. It is a classroom environment.
2. Refrain from eating or drinking in the lab.
3. Silence or place your cell phones and pagers on vibrate. If asked by an instructor or staff member to turn off your cell phone or use it outside, please follow the given instructions.
4. Do not bring visitors (of any age) to the lab.
5. Put the help cone on top of your computer if you need technical or computer assistance.
6. Go to an instructor for help if you have questions or need assistance with your work.
7. Refer to the Computer Lab User Agreement for additional information.

Learning Skills Computer Lab Hours:

Fall & Spring:

Monday – Thursday: 8:00 a.m.-8:00 p.m.
 Friday 8:00 a.m.-2:00 p.m.
 Saturday 9:00 a.m.-1:30 p.m.

Winter & Summer:

Monday – Thursday: 8:00 a.m.-4:00 p.m.
 Friday 8:00 a.m.-2:00 p.m.
 Saturday Closed

Holidays:

The college will be closed on the following holidays:

Veteran’s Day November 11, 2008
 Thanksgiving November 27-28, 2008

Grading:

This class is graded on a Credit (CR) or No Credit (NCR) system. In order to pass the class with a grade of Credit, you must satisfy the following requirements:

1. Satisfactorily complete all classroom and homework assignments
2. **Complete Level 3 and 4 of the KeyTrain program.**
Reading for Information : 15 points
Locating Information: 15 points
3. **Meet weekly with the instructor to obtain and/go over assignments.**
4. Keep a strict accounting of time spent on KeyTrain and meetings with instructor. (Page 5 of your syllabus.)

IN ORDER TO GET CREDIT IN THIS CLASS, YOU MUST TURN THIS COMPLETED ASSIGNMENT SHEET .

Americans with Disabilities Act:

Students with disabilities who need any assistance or accommodations should contact the instructor within the first two weeks of class. If you believe that you may need accommodations in this class, you are encouraged to

contact Disabled Student Services at (213) 763-3773 or go to E-110 as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Learning Skills 39A Lab Schedule

Name: _____

Home telephone#: _____

Cell Phone#: _____

e-mail address: _____

Child Development 1 Instructor: _____

KeyTrain Reading for Information (RFI) Pre-Test score: _____

KeyTrain Location Information (LI) Pre-Test score: _____

Instructor Recommendations: _____

Week 1	Sept.	15-19,2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 2	Sept.	22-26,2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 3	Sept.	29- Oct. 3,	2008					Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature

<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 4	Oct. 6-10,	2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 5	Oct. 13 - 17	2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 6	Oct.20-24,	2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 7	Oct. 27-21,	2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								

LI assignments Completed								
Week 8	Nov. 3-7,	2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 9	Nov. 10-14,	2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 10	Nov. 17-21	2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 11	Nov. 24-28	2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 12	Dec. 1-5	2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature

<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 13	Dec. 8-12	2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								
Week 14	Dec. 15-19	2008						Instructor 's
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Signature
<u>KeyTrain</u>								
Time Spent								
RFI assignments Completed								
LI assignments Completed								

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Welcome to the Learning Skills 39A class. This class is focused on developing your reading skills and strategies to help you be successful in your Child Development classes

Class begins on Monday, September 15, 2008.

Plan to begin working on your assignments right away. You can come to the lab and I will help you get started.

Course Requirements

Learning Skills 39A is a lab class. The material has been developed so that you can work independently at your own pace. Most of the material has been developed so that you can access it on-line.

ALL STUDENTS NEED TO BE REGISTERED IN THE LEARNING SKILLS LAB. PLEASE MAKE SURE YOU HAVE COMPLETED THE BLUE ENROLLMENT FORM.

You are expected to spend a minimum of **2 ½ hours a week** on the assignments. Your work will be monitored weekly.

***You are expected to meet with your instructor weekly.
Please make sure you get your assignment sheet signed off.***

Extra credit in your Child Development courses will be dependent on successful completion of the Learning Skills 39A coursework.

Completed KeyTrain Reading for Information assignments: 15 points
Completed KeyTrain Locating Information assignments: 15 points

If you have internet access, you may work on KeyTrain from your home computer. If you do so, please keep a record of your time. Your syllabus has a form that you can use for this purpose.

Instructions for KeyTrain

1. Open the website: <http://www.keytrain.com/>.
2. On right-hand corner of the website, under **FOR EXISTING USERS**, find [run KeyTrain on line](#) and click.
3. Your **username** is: 3, your last name, and the last four digits of your school Id. **(3garcia9056)**
4. Your **password** is: 00 + the last four digits of your ID. **(009056)**.
5. Click on **[My Assignments](#)**.
6. Begin with the **[Pre-Test](#)** for ***both sections: Reading for Information & Locating Information.***
7. If you need further assistance:
 - click on the **[Support](#)** button located at the top right hand corner of the home page.
 - Click on the **[Student Manual](#)**.
 - Scroll down the document to the required information.